

An Introduction to the **Education Cluster**

This cluster includes jobs as teachers at all levels, educational administrators, psychologists, librarians, and other school staff.

The Need for Educators

State and local governments, together, employ a very large group of workers in Connecticut. The number has gone up steadily during the past several decades. Although there is a trend to try to reduce the size of government, there does not appear to be a decline in the number of systems that need educators. After several years of declining enrollment in schools, all grades are now showing an increase. This has caused a need for more teachers, particularly in math, world languages, bilingual education, music, special education, and family and consumer sciences. Our schools are also short of speech and language pathologists, school psychologists, and school library-media specialists.

Some Careers to Consider

Educators work in various settings: day care; pre-school; kindergarten through 12th grade; community and technical colleges; and four-year colleges and universities. Most K-6 teachers are certified to teach all subjects, whereas teachers in grades 7-8, (junior high/middle school) or in secondary education (high school) are certified to teach more-specific subjects, such as math, science, language, automotive, art, music, and health/biology, to name a few. As you explore the numerous jobs and opportunities in this cluster, you will begin to make a more informed decision about a career in education.

EDUCATION CLUSTER

JOB CATEGORIES AND SELECTED JOB TITLES

Child Services/Early Childhood

Primary Function: To provide education, counseling, mediation, residential management for children and adolescents, and information for their parents; and to coordinate the administration of schools with community services.

Job Title	H.S. Diploma	A.S.	BA/BS	Masters+
Child Care Resource & Referral Counselor			X	
Child Services Worker			X	
Early Childhood Educator/Teacher ❖			X	
Juvenile Justice Advocate		X		
Library Technical Assistant		X		
Parent Educator		X		
Preschool Coordinator/Administrator			X	
School Social Worker ❖				X
Teacher's Aide	X			
Youth Services Officer			X	
Youth Services Residential Supervisor		X		

Administrative/Support/Clerical

Primary Function: To provide administrative and customer-service support for school systems.

Job Title	H.S. Diploma	A.S.	BA/BS	Masters+
Administrative Assistant*		X		
Receptionist*	X			
School Security Staff	X			
School Nurse, RN			X	
Nurse Practitioners				X

* = Appears in other clusters

❖ = Certification required

EDUCATION CLUSTER

JOB CATEGORIES AND SELECTED JOB TITLES

Administrators

Primary Function: To direct the operations of educational institutions or their departments; direct and manage staff, and prepare reports and budgets; communicate with other agencies and advocacy groups; and make recommendations to the public, the executive and legislative branches of government, or a governing board.

Job Title	H.S.			
	Diploma	A.S.	BA/BS	Masters+
Education Administrator/Superintendent ❖				X
Assistant Superintendent ❖				X
Principal ❖				X
Vice Principal/Assistant Principal ❖				X
Dean of Students ❖				X

Information Technology

Primary Function: To provide information by operating technological systems and computer software, including microcomputers, data communications, local area networks (LAN), teleprocessing, and maintenance and storage; also provide systems support and training on software.

Job Title	H.S.			
	Diploma	A.S.	BA/BS	Masters+
Data Entry Technician*	X			
Data Processing Librarian		X		
Library Technical Assistant		X		
Systems Technician		X		
Trainer			X	

* = Appears in other clusters

❖ = Certification required

EDUCATION CLUSTER

JOB CATEGORIES AND SELECTED JOB TITLES

Educators

Primary Function: Responsible for planning and teaching academic, social, and physical programs, and relaying pertinent information to parents. Note: For public school teachers, a bachelor's degree is needed initially, and a master's is needed within ten years.

Job Title	H.S. Diploma	A.S.	BA/BS	Masters+
Adult Education Teacher			X	
Community/Business Coordinator		X		
Family & Consumer Science Teacher ❖			X	
Curriculum Development/Specialist				X
Department Head ❖				X
ESL Teacher (English as a Second Language) ❖			X	
Grant Writer/Administrator			X	
Guidance/School Counselor ❖				X
Information Specialist			X	
Kindergarten Teacher ❖			X	
Occupational Therapist			X	
Paraprofessional Staff ♦	X			
Physical Education Teacher ❖			X	
Physical Therapist			X	
Private Grammar/Secondary School Teacher			X	
Public School Teacher (at all levels) ❖			X	
Reading Specialist ❖			X	
School Librarian/Media Specialist ❖			X	
School Psychologist ❖				X
School Social Worker *				X
School Speech Pathologist ❖				X
School-Business Coordinator (School-to-Career)			X	
Special Education Teacher ❖			X	
Technology Teacher			X	
Vocational Technical Teachers ❖			X	
World Language Staff ❖			X	

* = Appears in other clusters

❖ = Certification required

♦ = No Child Left Behind requirement

Education (High School, Associates, Bachelors (or) Masters/Advanced)

Technical Skills	Child	Administrative			
	Services/ Early Childhood	Support/ Clerical	Administrators	Information Technology	Educators
Reading, Writing & Oral Communications:					
Read and Understand Grant Application	X	X	X	X	X
Locate information in federal, state and local statutes, and in regulations and technical references	X	X	X	X	
Knowledge of legal and legislative terminology	X	X	X		
Ability to complete grant applications	X	X	X	X	X
Ability to prepare clear, concise, accurate reports	X	X	X	X	X
Ability to write routine business letters	X	X	X	X	X
Use professional terminology properly in written materials	X	X	X	X	X
Ability to use legal terminology properly in written materials	X		X		X
Ability to recruit and utilize volunteers	X	X	X		X
Ability to phrase legal concepts clearly	X		X		
Ability to speak effectively to the general public/or client population	X	X	X		X
Ability to articulate goals			X		X
Mathematics:					
Ability to understand budget process	X	X	X	X	X
Ability to apply mathematical knowledge in routine circumstances	X	X	X	X	X
Ability to understand statistical data			X		X
Problem-Solving and Analytical Skills:					
Ability to analyze and interpret regulations	X	X	X		X
Ability to gather and analyze data	X	X	X	X	X
Ability to use social service resources	X		X		X
Ability to conduct research studies	X		X	X	X
Ability to understand systems and key components	X	X	X	X	X
Ability to identify goals & develop plan to achieve it			X		X
Assess progress in fulfilling plan			X		X

Education (High School, Associates, Bachelors (or) Masters/Advanced)

Technical Skills	Child Services/ Early Childhood	Administrative Support/ Clerical	Administrators	Information Technology	Educators
Occupation-Specific Knowledge and Skills:					
Knowledge of services provided by agency or provider	X	X	X		X
Knowledge of community resources and services	X	X	X		X
Knowledge of relevant state and federal laws	X	X	X		X
Knowledge of basic office methods and procedures	X	X	X	X	X
Knowledge of basic office equipment	X	X	X	X	X
Ability to mediate problems	X	X	X		X
Ability to assess individual behavior and	X		X		X
Ability to interpret statutes, laws and	X	X	X	X	X
Knowledge of organization's policies & procedures			X		X
Knowledge of where to get help			X		X
Scientific Knowledge & Skills:					
General Knowledge of psychology and physiology	X	X	X		X
Knowledge of physiological and perceptual disorders such as learning disabilities, perceptual hadicaps, etc.	X	X	X		X
Knowledge of problems of adolescents and influences of the environment	X	X	X		X
Knowledge of psychosis, personality disorder, psychopathology and violence	X		X		

Education (High School, Associates, Bachelors (or) Masters/Advanced)

Technical Skills	Child Services/ Early Childhood	Administrative Support/ Clerical	Administrators	Information Technology	Educators
Scientific Knowledge & Skills:					
Knowledge of the processes of normal human behavior, such as motivation, emotion, neurosis, etc.	X	X	X		X
Basic knowledge of psychotropic/anti-anxiety drugs and their therapeutic use	X		X		X
Knowledge of first aid procedures	X	X	X		X
Knowledge of principles and practices involved in the care, custody and rehabilitation of youth	X		X		X
Knowledge of principles and practices of family therapy	X		X		X
Ability to apply general scientific knowledge in a variety of circumstances (e.g. environment)	X	X	X	X	X
Knowledge of toxic and flammable substances	X	X	X	X	X
Computer Skills:					
Basic knowledge of the concepts of the network and internet/intranet usage	X	X	X	X	X
Knowledge of information technology	X	X	X	X	X
Personal productivity software	X	X	X	X	X
Instructional use of web-based resources			X	X	X